

***Board of Estimates Approval*****SCOPE**

This policy establishes those conditions which require approval of the Board of Estimates in connection with a Travel Request form (28-1418-5016). An employee is expected to present his travel request at least 30 calendar days or more in advance of the travel date in order to maximize City savings for air travel and conference registration costs except in emergency circumstances.

**REQUIREMENTS**

The Board of Estimates must take action on a Travel Request form if any of the following conditions exists:

- the travel costs will exceed \$800. This requirement applies to all travel, even if done in connection with or under the auspices of a City contract.
- the City representative's absence will exceed five (5) work days or involves one or both weekend days.
- compensatory leave or overtime work will be necessary while in travel status except as provided in this policy.
- the trip will require travel outside the continental United States regardless of source of funds, cost of trip, or length of absence.
- specific ground transportation is necessary by the employee on arrival to the travel site, i.e., rental vehicle.
- expenses of a candidate(s) who interview(s) for an executive level position with the City government exceeds \$800 for the first interview and exceeds an additional \$800 for a second interview of the same candidate for the same position the subsistence allowance as designated for attending certain conference and professional associations is not sufficient to cover lodging costs, then a reasonable allowance may be designated by the Board provided the Mayor, executive designates and/or any Member of the Board of Estimates are required to attend. All other City employees are subject to the subsistence allowance as established.
- the amendment request to the original approved travel amount is for \$40 or more.

Travel requests submitted to the Board of Estimates for approval of more than 1 person from an agency per event will normally not be granted. Substantiation for additional attendees to the same event is required with the submission. The Board of Estimates must approve requests for travel prior to the date of the planned travel.

**TRIP REPORT**

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City representatives approved for out-of-town travel may be selected at random to present trip reports at an open meeting of the Board of Estimates. The reports must specify how the information obtained as a result of approved travel can be applied to the representative's work responsibilities.

**CANCELLATION OF TRIP**

If it becomes necessary to cancel a trip which has already been approved by the Board of Estimates and for which an advance of funds has been made or for which expenses have been incurred, it is necessary for the City agency and/or representative to notify the Board by memo of the cancellation and of the reason for cancellation. The memo should also state if any expenses were incurred for which the representative seeks reimbursement.

Any funds advanced and which may have already been disbursed must be returned to the Accounts Payable Unit either by sending: (1) the original check; or (2) a personal check or money order which is payable to the Director of Finance, City of Baltimore and in an amount equal to the entire amount of the advance, or that amount minus any advance fees approved by the Board in regard to the cancellation of the trip, e.g., advance registration. The original Board approved travel request and any Board approvals regarding such travel must be forwarded to the Bureau of Accounting and Payroll Services, Accounts Payable Unit, with the appropriate amount.

The Board must be notified of all cancellations within 10 work days after the date of the trip or the employee may be subject to penalty.

**SUBSTITUTION**

An individual may not be substituted as the City representative on a previously approved trip unless the individual's name is submitted to the Board of Estimates and approved prior to the date of the trip.

Agency heads may make substitutions in an emergency situation only provided that Board of Estimates approval is sought at the next regularly scheduled meeting of the Board. In such circumstances where an advance of funds has occurred to another employee, then that employee must return all funds to the Accounts Payable Unit, 401 E. Fayette St. The funds may not be transferred to another City employee.

**EXCEPTION**

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Approval by the Board of Estimates for overtime/compensatory time is not required in cases where an employee is performing work-related responsibilities but in no other way meets the test of travel status, e.g., a trip chaperone may be approved for over-time monies or compensatory leave since travel expenses for the trip to include subsistence, mileage, commercial transportation costs, are not subject to recovery. The employee fitting this description is not in the context of the AM policy considered in travel status.

**RELATED POLICIES**

[AM-240-1](#) TRAVEL PACKAGE OVERVIEW

[AM-240-2](#) AGENCY HEAD APPROVAL

[AM-240-5](#) SUBSISTENCE ALLOWANCE

[AM-240-5-1](#) SUBSISTENCE: HIGH RATE GEOGRAPHIC AREAS

[AM-240-6](#) ADVANCE FUNDS/REIMBURSEMENT

AM-240-10-1 USE: EMPLOYEE-OWNED VEHICLES